



EXAMINATION OPEN TO THE PUBLIC DIRECTOR OF FOOD SERVICES

ANNUAL \$74,924
SALARY: \$102,159

SALARY
GROUP: MP 62

APPLICATION CLOSING
DATE: JUNE 9, 2014

EXAM
NO: 140810OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: This class is accountable for directing the entire food service operation at a large institution serving at least 800 meals per day.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JUNE 9, 2014**.

GENERAL EXPERIENCE: Eight years' experience in institutional or commercial food service involving 800 or more complete meals daily.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity. (NOTE: For state employees the Special Experience will be interpreted at the level of Assistant Director of Food Services.)

SUBSTITUTIONS ALLOWED: College training in dietetics, hotel/restaurant management, nutrition or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of food preparation and service; considerable knowledge of safety and sanitation standards related to large scale food preparation and service; considerable knowledge of materials, appliances, machines and equipment used in large scale food preparation and service; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication materials.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Director of Food Services include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Director of Food Services cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Supervising/managing commercial or institutional food service programs involving the preparation and serving of 800 or more complete meals daily. For each job, include a brief overview of the type of institution, facility or food service involved. Be specific as to the volume of meals served, both the types of meals (i.e., breakfast, lunch, dinner) and the numbers of each type of meal served per day. Include information on the exact nature of your responsibilities in relation to planning, cooking/preparing and serving food. This description should include, where applicable, examples of your experience with the concepts, processes and planning techniques currently employed in the field of large scale food service. Please include any experience you have had overseeing cook/chill production and/or retherming, and what types of equipment you or your staff have operated. Also, describe your experience overseeing the operation/maintenance of computerized food service equipment, listing specific equipment. Describe your experience ordering food and supplies or maintaining inventories. In addition, if utilizing computerized equipment, indicate the software program/s that you are using. Describe in detail your experience planning menus for regular and special diets. (2) Describe your experience in ensuring safety and sanitation standards in a large scale food preparation and service operation. Include a description of any experience you have in developing or assisting in developing policies and procedures to ensure the implementation of safety and/or sanitation standards for large scale food preparation and service operations. Indicate whether or not you currently possess HACCP Certification. Describe your experience providing a safe and secure environment for staff, customers, patients and/or inmates. Include in your description any incidents (actual or simulated) in which you have been involved. For each incident, describe if the incident was a real incident or a facility simulated emergency, the type(s) of incident(s), number of staff/customers/patients/inmates involved, your role in the incident, facility where the incident(s) occurred. (3) Supervising/managing the staff and operations of a unit, program or department. Include the number and job titles of the staff you supervised and your specific supervisory/managerial responsibilities. Describe your responsibilities for developing, implementing and evaluating policies, goals and procedures as well as your responsibilities for budget, determining appropriate staffing levels, planning, prioritizing and coordinating work activities. Describe your experience supervising and evaluating the work of staff, taking corrective action when needed and any experience you have had in initiating progressive discipline. Describe your experience interviewing and participating in the selection of new employees. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by June 9, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by July 28, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.